



**GREYSTONE  
COLLEGE**

# 2014 GREYSTONE COLLEGE APPLICATION FORM

## STUDENT INFORMATION

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

Male  Female  Birthdate (mm/dd/yy): \_\_\_\_ / \_\_\_\_ / \_\_\_\_ Nationality: \_\_\_\_\_ First language: \_\_\_\_\_

Address: (Home/Apt #, Street): \_\_\_\_\_ City: \_\_\_\_\_

Province/State: \_\_\_\_\_ Country: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Telephone: (\_\_\_\_\_) \_\_\_\_\_ Cell: (\_\_\_\_\_) \_\_\_\_\_ Email: \_\_\_\_\_

Emergency Contact Name: \_\_\_\_\_ Emergency Tel: (\_\_\_\_\_) .

## STUDY INFORMATION

Status in Canada:  Student  Visitor  Working Holiday  Citizen  Other \_\_\_\_\_

Greystone College Location:  Vancouver  Toronto

I found Greystone College through  Brochure  Website  Friend/Family  Advertisement

Agency (Agency Name: \_\_\_\_\_) Fax: (\_\_\_\_\_) \_\_\_\_\_

Please specify your Greystone College Program(s): \_\_\_\_\_

Start: (mm/dd/yy): \_\_\_\_\_ End: (mm/dd/yy): \_\_\_\_\_

## ACCOMMODATION INFORMATION (IF APPLICABLE)

Homestay Fullboard (3 meals)  Homestay Halfboard (2 meals, no lunch)  
 Roomstay (no meals)  Alternative Accommodation

Do you smoke?  yes  no

(Most families do not allow smoking indoors)

Check-in date (mm/dd/yy): \_\_\_\_ / \_\_\_\_ / \_\_\_\_ Time: \_\_\_\_\_  am  pm

Do you eat:  Fish  Red Meat  Dairy Products  Eggs

Check-out date (mm/dd/yy): \_\_\_\_ / \_\_\_\_ / \_\_\_\_ Time: \_\_\_\_\_  am  pm

I am comfortable with children in the home between the ages of:

12 years and under  13 years and over  No children

Airport transfer:  pick-up only  pick-up and drop-off  no

Are you comfortable with dogs in the home?  yes  no

Airline and Flight No.: \_\_\_\_\_

Are you comfortable with cats in the home?  yes  no

Connecting Flight Airline & Flight No (if applicable): \_\_\_\_\_

Please specify any other pet types you are uncomfortable with:

Final Destination Arrival Time: \_\_\_\_\_  am  pm

Are you comfortable with any other students in the home?  yes  no

(Students will speak a first language other than your own.)

Do you have any medical condition(s) we should be aware of?  yes  no

What languages do you speak?: \_\_\_\_\_

If yes, please specify: \_\_\_\_\_

Interests & Comments: \_\_\_\_\_

Do you take daily medication?  yes  no

Are you comfortable with any other students in the home?  yes  no

If yes, please specify: \_\_\_\_\_

(Students will speak a first language other than your own.)

Do you have allergies?  yes  no

What languages do you speak?: \_\_\_\_\_

If yes, please specify: \_\_\_\_\_

Interests & Comments: \_\_\_\_\_

Do you have medical insurance?  yes  no

Are you comfortable with any other students in the home?  yes  no

If yes, specify company: \_\_\_\_\_

(Students will speak a first language other than your own.)

Requests are not guaranteed, but the Homestay staff at Greystone College will do their best to accommodate student requests. It is recommended that students who request airport reception arrive and depart on the weekend. Alternative Accommodation and Roomstay placements are based on availability and not guaranteed. Homestay students are advised that neither Greystone College nor the Homestay family can be held responsible for the loss or theft of personal belongings. Although the chance of a loss due to theft is extremely small, we nonetheless advise students to ensure that they obtain adequate insurance coverage in their home countries for all personal belongings that they bring to Canada.

## STUDENT CONTRACT

I declare that the information I have given is correct and accurate. I have read and understood all of Greystone College's policies. (see pg 3)

Student Signature: \_\_\_\_\_

Date: (mm/dd/yy): \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Or parent signature if under 19 years of age for Greystone College -Toronto and Greystone College - Vancouver

Greystone College Authorized Signature: \_\_\_\_\_

Date: (mm/dd/yy): \_\_\_\_ / \_\_\_\_ / \_\_\_\_

## CREDIT CARD PAYMENT

MasterCard  Visa Name of Cardholder: \_\_\_\_\_ Cardholder Signature: \_\_\_\_\_

Credit Card Number: \_\_\_\_\_ Security Code: \_\_\_\_\_ Expiry Date: \_\_\_\_\_ Total Payment: \$ \_\_\_\_\_

# 2014 Greystone College Fee Schedule

All prices are in Canadian dollars, effective January 1, 2014. (Based on the registration date, not study start date.)

## REGISTRATION FEES

Registration Fee:	<b>\$125</b>	(Non-refundable)
Accommodation Registration Fee:	<b>\$220</b>	(If applicable, non-refundable)

**Please Note:** Fees must be paid in full prior to the start of classes.  
Availability of program is subject to student enrolment.

## ACCOMMODATION FEES

Homestay Fullboard (3 meals)	\$ 217 /week (\$31 /night)*
Homestay Halfboard (2 meals, no lunch)	\$ 203 /week (\$29 /night)*
Roomstay	\$ 147 /week (\$21 /night)*
Alternative Accommodation	Available upon request
Airport Transfer	One-way: \$100 (pick up or drop off)
	Two way: \$180

\*Summer Homestay & Roomstay supplement (Jun 23 - Aug 4), add \$2/night

	PROGRAMS	LOCATION	STUDY LENGTH	TUITION FEE	MATERIALS FEE	2014 START DATES
BUSINESS	<b>Advanced Diploma in Business Administration</b> <i>consisting of the following certificates:</i>	V	40 weeks study	\$12600	\$1100	Jan 27, Feb 24, Mar 24, April 21, May 20, June 16, July 14, Aug 11, Sep 8, Oct 6, Nov 3, Dec 1
	<b>Advanced Diploma in Business Administration + Volunteer Work Experience</b> <i>consisting of the following certificates:</i>	V	1 year (40 weeks study + 12 weeks unpaid work experience)	\$12600 + \$825 service / placement fee	\$1100	Jan 27, Feb 24, Mar 24, April 21, May 20, June 16, July 14, Aug 11, Sep 8, Oct 6, Nov 3, Dec 1
	- Certificate in International Business and Trade	V	8 weeks	\$2880	\$220	May 20, Nov 3
	- Certificate in Business Management	V	8 weeks	\$2880	\$220	Mar 24, Sep 8
	- Certificate in Business Communications	V	8 weeks	\$2880	\$220	Jan 27, July 14
	- Certificate in Human Resources	V	8 weeks	\$2880	\$220	Jan 27, May 20, Sep 8
	- Certificate in Financial Management and Planning	V	8 weeks	\$2880	\$220	Mar 24, July 14, Nov 3
	- Single Course	V	4 weeks	\$1440	\$110	Jan 27, Feb 24, Mar 24, April 21, May 20, June 16, July 14, Aug 11, Sep 8, Oct 6, Nov 3, Dec 1
	<b>Diploma in International Business Management (IBM)</b> <i>consisting of the following certificates:</i>	V	24 weeks	\$7560	\$660	Jan 27, Feb 24, Mar 24, April 21, May 20, June 16, July 14, Aug 11, Sep 8, Oct 6, Nov 3, Dec 1
	- Certificate in International Business and Trade	V	8 weeks	\$2880	\$220	May 20, Nov 3
	- Certificate in Business Management	V	8 weeks	\$2880	\$220	Mar 24, Sep 8
	- Certificate in Business Communications	V	8 weeks	\$2880	\$220	Jan 27, July 14
TESOL	<b>Diploma in Supervisory Management</b> <i>consisting of the following certificates:</i>	V	16 weeks	\$5200	\$440	Jan 27, July 14
	- Certificate in Business Management	V	8 weeks	\$2880	\$220	Mar 24, Sep 8
	- Certificate in Business Communications	V	8 weeks	\$2880	\$220	Jan 27, July 14
	<b>Tourism &amp; Hospitality Co-op Management Program (THCM)</b>	V	36 wks studies + 36 wks co-op placement + 2 wks tutorial	\$11340 + service/ placement fee \$500-\$1400 ** Please refer to THCM application form	\$1320	Jan 27, Feb 24, Mar 24, April 21, May 20, June 16, July 14, Aug 11, Sep 8, Oct 6, Nov 3, Dec 1
	<b>Tourism &amp; Hospitality Management Program (THMP)</b>	V	36 weeks	\$11,340	\$1320	Jan 27, Feb 24, Mar 24, April 21, May 20, June 16, July 14, Aug 11, Sep 8, Oct 6, Nov 3, Dec 1
TESOL	- Sales & Marketing Certificate	V	4 weeks	\$1440	\$110	July 14
	- Event and Convention Management Certificate	V	12 weeks	\$4080	\$440	Aug 11
	- Rooms Division Certificate	V	16 weeks	\$5200	\$770	Jan 27, Oct 6
	- International Hotel Management Certificate	V	24 weeks	\$7560	\$990	Jan 27, Oct 6
	<b>TESOL Diploma</b>	V T*	12 weeks	\$4080 (\$240 TKT exam fee optional)	\$250	Jan 27, Feb 24, Mar 24, April 21, May 20, June 16, July 14, Aug 11, Sep 8, Oct 6, Nov 3, Dec 1
TESOL	<b>TESOL 130 Certificate</b>	V	4 weeks f/t or 12 weeks p/t	\$1495	\$150	Jan 27, Feb 24, Mar 24, April 21, May 20, June 16, July 14, Aug 11, Sep 8, Oct 6, Nov 3
	<b>Cambridge TESOL Diploma</b> <i>consisting of the following certificates:</i>	V	8 weeks	\$2880 (\$340 TKT exam fee optional)	\$270	Jan 27, Feb 24, Mar 24, April 21, May 20, June 16, July 14, Aug 11, Sep 8, Oct 6, Nov 3, Dec 1
	<b>TESOL-TKT Certificate</b>	V*	4 weeks	\$1440 (\$240 TKT exam fee optional)	\$100	Feb 24, Apr 21, June 16, Aug 11, Oct 6, Dec 1
	<b>TKT-YL Certificate</b>	V	4 weeks	\$1440 (\$100 TKT exam fee optional) \$100 + \$70 criminal record check	\$100 + \$70 criminal record check	Jan 27, March 24, May 20, July 14, Aug 11, Sep 8, Nov 3

Location: V - Vancouver T - Toronto

Individual course enrolment is also available. Please contact ILSC marketer for prices.

\* Programs also offered at ILSC-Montréal, please contact us to register

## REFUND POLICY - VANCOUVER

To receive a refund of any portion of tuition fees, you must give Greystone College written notice that you intend to withdraw from the program in which you have enrolled. If your Study Permit or Visa is denied, Greystone College will retain the lesser of 10% of the total tuition fees due or \$400 and, if applicable, the \$220 Homestay Placement Fee.

If you cancel in writing before your program starts, you will receive a refund of the following percentage of your tuition fees:

Less than 7 days after your registration is submitted and at least 30 days or more before the program start date: the greater of 95% of the total tuition fees or \$250. More than 7 days after your registration and at least 30 days or more before the program start date: the greater of either 90% of the total tuition fees or total tuition fees minus \$1,000. Less than 30 days before the program start date: the greater of either 80% of the total tuition fees or total fees minus \$1,300.

If you cancel in writing or are dismissed from Greystone College after your program starts, you will be refunded the following percentage of your tuition fees:

- Less than 10% of program completed: 70% of total tuition fees
- 10-30% of program completed: 50% of total tuition fees
- More than 30% of program completed: 0% (no refund)

Where a student withdraws or is dismissed from their program, they are entitled to 100% refund of any as yet to be received consumables that have been prepaid.

If you are eligible for a refund under the conditions above, you will receive the refund within 30 days of Greystone College receiving written notice of cancellation or Greystone College's notice to you of dismissal.

## REFUND POLICY - TORONTO

Greystone College does not guarantee employment for any student who successfully completes a vocational program offered by Greystone College.

Fees are payable in accordance with the fees specified in this Enrolment Contract and all payments of fees shall become due forthwith upon a statement of accounting being rendered. Greystone College reserves the right to cancel this Enrolment Contract if the undersigned student does not attend classes during the first 14 days of the program begins. For information regarding cancellation of this Enrolment Contract and refunds of fees paid, see sections 25 to 33 of O. Reg. 415/06 made under the Private Career Colleges Act, 2005

## DISPUTE RESOLUTION POLICY

Greystone College encourages an open dialogue between all students and College staff. In the event of a dispute between Greystone College and a student the following dispute resolution policy shall be followed.

Step #1: An open dialogue between the student and their Academic Director shall take place in the hope of finding a quick and mutually acceptable solution to the dispute.

Step #2: In the event that step #1 is not successful a meeting shall be convened between the student and the Director of the school in the hope of finding a mutually acceptable solution to the dispute. (This will take place within 1 week after the unsuccessful attempt outlined in step #1)

Step #3: If step #2 proves to be unsuccessful the student shall submit in writing their complaint and the Director shall respond in writing outlining solutions to the dispute. (This will take place within 2 work days of receiving the letter)

Step #4: If the dispute remains unresolved after step #3 the student may choose to ask for mediation. The cost will be split between the College and student. The mediator must be impartial and mediation shall take place at the earliest date possible once a mediator has been identified.

## GENERAL INFORMATION:

Greystone College minimum age requirement is 18 years old, or a high school graduate.

## BANKING / CONTACT INFORMATION

### Greystone College - Vancouver

3rd Floor, 560 Granville Street  
Vancouver BC V6C 1W6 Canada  
Tel 1 (604) 682-3880 Fax 1 (604) 682-3885  
Email: [contact@greystonecollege.com](mailto:contact@greystonecollege.com)  
Web: [www.greystonecollege.com](http://www.greystonecollege.com)

### Greystone College - Toronto

443 University Avenue  
Toronto, ON M5G 2H6 Canada  
Tel 1 (416) 323-1770 Fax 1 (416) 323-0153  
Email: [contact@greystonecollege.com](mailto:contact@greystonecollege.com)  
Web: [www.greystonecollege.com](http://www.greystonecollege.com)

### Transfer Canadian funds to:

**The Bank of Montréal**  
595 Burrard St.  
Vancouver, BC V7X 1L7 Canada  
Account #: 00041735919  
Swift Code: BOFCAM2

### Transfer Canadian funds to:

**TD Canada Trust**  
2 St. Clair Ave. East  
Toronto, ON M4T 2V4 Canada  
Account #: 0617-0443-262  
Transit #: 19682  
Swift Code: TDOMCATTOR

### Transfer U.S. funds to:

**Wachovia Bank**  
Swift Code: PNBPU3NNYC  
For further credit to:  
The Bank of Montréal  
595 Burrard Street,  
Vancouver, BC V7X 1L7 Canada  
Account #: 00044612112  
Swift Code: BOFCAM2

### Transfer U.S. funds to:

**Bank of America, NY, NY USA**  
Swift Code: BOFAUS3N  
ABA: 0260-09593  
For further credit to:  
TD Canada Trust  
2 St. Clair Ave. East,  
Toronto, ON M4T 2V4 Canada  
Account #: 06177304166  
Transit #: 19682